

# Student Loan Check Handling Form

## Section A (Check handling options): to be completed by the borrower

Borrower's name	Social Security number
Student's name	Social Security number

I certify that I am currently enrolled as at least a half-time student making academic progress in a degree/certificate program. I understand that I have the following options (one of which I have selected below) in the disbursement of my educational loan.

- ☐ I want to receive my check now. I understand that as an eligible borrower I am entitled to the full amount of the check. If my tuition has not been paid, I understand I must make arrangements to pay this tuition.
- ☐ I would like the school to deduct tuition/educational costs owed for the period of the loan from the loan check and release the difference to me. I understand that the balance will be paid to me promptly.
- ☐ I would like the school to deposit my check into a special account and hold the funds to help me budget my future living and educational costs, and issue regular payments to me. I understand that the school will disclose the amount of these regular payments to me. I can request the unpaid balance of the funds at any time but, if I drop below half-time attendance, any remaining funds must be returned by the school to the lender as payment of all or part of my loan.

Borrower's signature ▶	Date
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## Section B: (Check handling) to be completed by the school

School name	School ID	Loan Type <input type="checkbox"/> Stafford Subsidized <input type="checkbox"/> Stafford Unsubsidized <input type="checkbox"/> PLUS
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### First Disbursement

Loan period: From \_\_\_\_\_ To \_\_\_\_\_

Enrollment status: <input type="checkbox"/> full time <input type="checkbox"/> half time <input type="checkbox"/> less than half time	Date check received
Check number	Check amount
Date check endorsed by school	
Disbursement Status	
<input type="checkbox"/> Entrance counseling received by student borrowing for the first time.	Borrower's signature ▶
<input type="checkbox"/> Check release/receipt of "Think Before Cashing" brochure acknowledgement.	Borrower's signature ▶
<input type="checkbox"/> Check on hold.	Reason
<input type="checkbox"/> Check returned to lender.	Reason
	Date returned

School official signature and title  
▶

### Second Disbursement

Loan period: From \_\_\_\_\_ To \_\_\_\_\_

Enrollment status: <input type="checkbox"/> full time <input type="checkbox"/> half time <input type="checkbox"/> less than half time	Date check received
Check number	Check amount
Date check endorsed by school	
Disbursement Status	
<input type="checkbox"/> Check release/receipt of "Think Before Cashing" brochure acknowledgement.	Borrower's signature ▶
<input type="checkbox"/> Check on hold.	Reason
<input type="checkbox"/> Check returned to lender.	Reason
	Date returned

School official signature and title  
▶

**(CONTINUED ON REVERSE/OVER FOR LATE GUARANTEED DISBURSEMENT)**

**\*Note:** If loan has four disbursements, use second Student Loan Check Handling Form for the fourth disbursement. Attach it to this form.

**Third Disbursement**

Loan period: From \_\_\_\_\_ To \_\_\_\_\_

Enrollment status: <input type="checkbox"/> full time <input type="checkbox"/> half time <input type="checkbox"/> less than half time		Date check received
Check number	Check amount	Date check endorsed by school

**Disbursement Status**

<input type="checkbox"/> Check release/receipt of "Think Before Cashing" brochure acknowledgement.	Borrower's signature ▶	Date
<input type="checkbox"/> Check on hold.	Reason	
<input type="checkbox"/> Check returned to lender.	Reason	Date returned

School official signature and title

**Late Guarantee and Disbursement Information**

Loan type: <input type="checkbox"/> Stafford Subsidized <input type="checkbox"/> PLUS <input type="checkbox"/> Stafford Unsubsidized	Original loan period ____ - ____ - ____ to ____ - ____ - ____	Originally certified on: <input type="checkbox"/> Electronic ____ - ____ - ____ <input type="checkbox"/> Paper
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☐ Loan application was certified prior to the earlier of 1 or 2 below.

1. ☐ Student completed the original loan period on \_\_\_\_ - \_\_\_\_ - \_\_\_\_.
2. ☐ Student withdrew/failed to maintain at least half time status on \_\_\_\_ - \_\_\_\_ - \_\_\_\_\_. (Complete A, B and C below.)
  - A. \$ \_\_\_\_\_ Adjusted cost of attendance.
  - B. \$ \_\_\_\_\_ Portion of the original loan amount attributed to payment period.
  - C. \$ \_\_\_\_\_ Requested late disbursement: the lesser of A or B above.

☐ Loan processed, guaranteed and disbursed prior to 60 days after the end of the earlier of 1 or 2 above. (Calculate 60-day deadline \_\_\_\_ - \_\_\_\_ - \_\_\_\_ ).☐ Received notice from lender that late disbursement has been made in accordance with federal regulations.

Check number	Check amount	Check date	Date check received	Date check delivered
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Comments

School official signature ▶	Title	Date
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**If returning a check for reduced 1st disbursement,  
photocopy this form, attach check and return to lender.**